DTS Contracts Module

An Introduction to the new ServiceNow DTS contracts tracking system

Currently...

▶ DTS Contract analysts track everything in an Access database

▶ Weekly status report sent out on Friday

Why this change?

- Transparency: process, status, notes, etc.
  - Live system that agencies can go in and see real time status'
- Ability to send out notifications to agencies
- Connect to other areas of ServiceNow for additional information
  - Invoices
  - POs
  - Contract FINET info
  - Business cases
- Ability for agencies to submit contract exceptions via an online form
- Move away from paper process
- Better reporting capabilities for DTS and ability for agencies to create custom reports

Who will use this and what will be in the system?

- Requests for solicitations/amendments will still be sent the same way (to your DTS Contract Analyst) who will then enter the information into the system and complete the tasks as it goes through the process
    - Agencies will not be entering information into the system (aside from entering contract exceptions in the online form)
- Only items that go through DTS
    - Solicitations
    - Contracts
        - T&C negotiations
        - Amendments
    - Knowledge Services
    - SBA/MOUs
    - Scope of works
    - Exception forms

Where is the module located and when will this go live?

- The module will be in ServiceNow: https://utah.service-now.com/
  - You will be able to pull up the module by going to "My Agency Contracts" and "My Agency Solicitations" in the left navigation list
- We are currently testing the module and assuming now major bug fixes or delays, should go live in the next week or two
  - Announcements will be sent out so stay tuned!
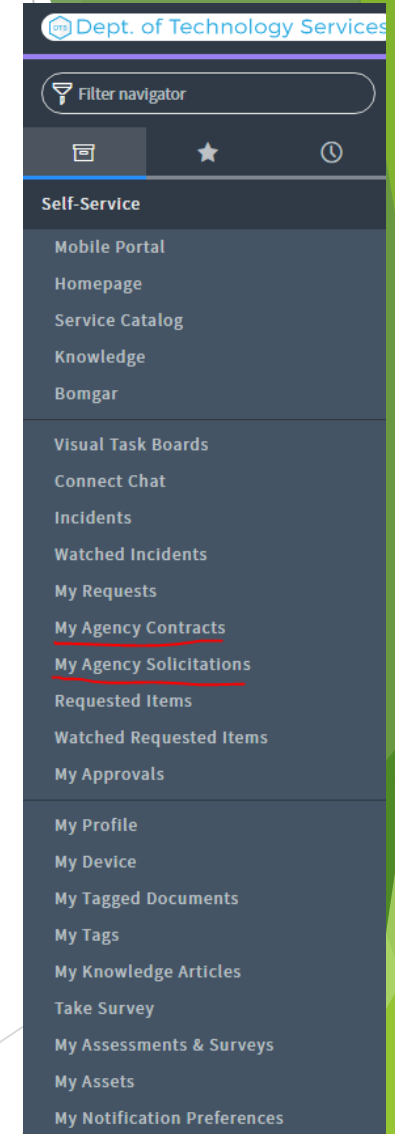
Sounds exciting…how do we use it?

- This presentation will go over the following simultaneously:
  - The DTS/State Purchasing solicitation/contract/amendment process in general
    - Using the DTS Solicitation and Contracts Guide found on the State Purchasing Forms website (http://purchasing.utah.gov/purchasingforms.html)
  - How the process goes through the ServiceNow module
  - Where to find notes, status' etc. and what they mean
- Here is our first example scenario:
  - State Finance needs to buy budget software
  - They will be going out to bid for this
  - Cost is $100k, greater than DTS' LPD of $50k

RFP/IFB/MSB Process

AGENCY CONTRACT PROCESS	Responsibility		
	Agency/ Evaluation Committee	DTS Finance/ Admin	State Purchasing
1. Agency researches existing agency, DTS, and statewide contracts to determine if the IT procurement item is already available. If so, the existing contract must be used to procure the item.	X		
2. If a new solicitation is necessary, agency and DTS coordinate to determine the applicability of a **DTS Exception.**[1]	X	X	
3. Agency submits a **Business Case**[2] in ServiceNow. - Must cover the total expected contract cost - Must cover the entire expected contract duration - Must be approved in ServiceNow by agency and DTS	X		
4. Agency sends **RQM/RQS** information[3] to the agency's DTS contract analyst.	X		
5. Agency contact completes the **RFP/IFB Questionnaire** in consultation with agency's DTS staff and sends the completed questionnaire to the DTS contract analyst.	X		
6. DTS contract analyst forwards the **RQM/RQS** information to DTS Procurement for entry into FINET and sends the **RFP/IFB Questionnaire** to the agency contact.		X	
7. DTS contract analyst reviews the **RFP/IFB Questionnaire** and sends it to purchasingsolicitations@utah.gov.		X	

My Agency Solicitations
Requested Items
Watched Requested Items
My Approvals

My Profile
My Device
My Tagged Documents
My Tags
My Knowledge Articles
Take Survey
My Assessments & Surveys
My Assets
My Notification Preferences

▶ See https://dts.utah.gov/product/purchase-hardware-software for business case template and instructions

▽ All

		≡ Number ▼	≡ Solicitation #	≡ Bid name	≡ Status	≡ Substatus	≡ Bid type	≡ ELCID #	≡ Commodity code	≡ Agency	≡ Tracking (DCON) #
☐	ⓘ	SOL0001113			Pending Agency	RQM Info	RFP	FIDIRECTOR-2017	43230 Information technology software in	Dept of Administrative Services	
☐	ⓘ	SOL0001112			Completed Incomplete	Solicitation Cancelled	RFP	FIDIRECTOR-2017	43230 Information technology software in	Dept of Administrative Services	
☐	ⓘ	SOL0001098	KT170001098	ateatserf	Fully Complete	Solicitation Awarded	RFP	ASDCADMIN-2017	204-16 Chips: Accelerator, Graphics, Mat	Dept of Administrative Services	CNTR0010296
☐	ⓘ	SOL0001086	LL170001086		Pending Agency	Business Case	RFP		205-88 Scanners, Document: Handheld, Des	Dept of Administrative Services	
☐	ⓘ	SOL0001036	KT170001036			Sole Source				Dept of Administrative Services	
☐	ⓘ	SOL0001035	KT170001035		Pending DTS	Solicitation Approvals	Sole Source			Dept of Administrative Services	
☐	ⓘ	SOL0001034	FT14032		Pending SP	Solicitation Approvals	Sole Source			Dept of Administrative Services	
☐	ⓘ	SOL0001033			Pending Agency	Solicitation Post and Award	RFP	NSLEHELPER-2017	207-55 Graphic Supplies for Plotters and	Dept of Administrative Services	
☐	ⓘ	SOL0001022	KT170001022		Pending DTS	Solicitation Approvals	Sole Source			Dept of Administrative Services	
☐	ⓘ	SOL0001018			Completed Incomplete	Solicitation Cancelled	IFB	AS0210REST-2017	204-13 Cables: Printer, Disk, Network, e	Dept of Administrative Services	
☐	ⓘ	SOL0001017	33	sdfsdf	Fully Complete	Solicitation Awarded	RFP	AS0210REST-2017	204-16 Chips: Accelerator, Graphics, Mat	Dept of Administrative Services	CNTR0010082
☐	ⓘ	SOL0001014	KT170001014		Fully Complete	Solicitation Awarded	Sole Source			Dept of Administrative Services	CNTR0010072
☐	ⓘ	SOL0001013	KT110160121	To Buy Stuff for things	Fully Complete	Solicitation Awarded	RFP	-2017	206-66 Peripherals, Miscellaneous: Graph	Dept of Administrative Services	CNTR0010070
☐	ⓘ	SOL0001012	KT170001012	,nklnlkn,knl	Fully Complete	Solicitation Awarded	IFB		204-10 Cabinets and Cases: Desktop Cases	Dept of Administrative Services	CNTR0010044
☐	ⓘ	SOL0001011	sole		Completed Incomplete	Solicitation Rejected	Sole Source			Dept of Administrative Services	CNTR0010043
☐	ⓘ	SOL0001010			Completed Incomplete	Solicitation Cancelled	Sole Source			Dept of Administrative Services	CNTR0010042
☐	ⓘ	SOL0001008			Fully Complete	Solicitation Awarded	Sole Source			Dept of Administrative Services	CNTR0010039

Actions on selected rows... ▼

Number	SOL0001113
Solicitation #	
Bid type	RFP
Type	New Software
Priority	Low
LPD-148	☐

Display name	
Opened by	Kai Turner
Entry date	2016-11-11
Status	Pending Agency
Substatus	RQM Info
Tracking (DCON) #	

✳ General purpose	State Finance needs to purchase budgeting software

Detail | Notes

Bid name	
ELCID #	FIDIRECTOR-2017
SP agent	
Agency	Dept of Administrative Services
Agency contact	Brenda Lee
Committee chair	
DTS employee	
Scoring Committee	
Kickoff date	
Post date	

Solicitation amount	100,000
Estimated end date	2020-01-31
Business case	DAS-Finance-CAFR Software
RQM #	
Commodity code	43230 Information technology software including computer software
Object code	6619-2017
Close date	
Award date	

Cancel

Related Links

Show Workflow

Solicitation Tasks (1) | Approvals

Solicitation Tasks   Go to   Number ▼   Search   1   to 1 of 1

▽ Solicitation = (empty)

		≡ Number ▲	≡ Summary	≡ Priority	≡ Assignment group	≡ Assigned to	≡ Req attachment	≡ Opened	≡ Task type
☐	ⓘ	SOLTSK0001086	RQM Info	4 - Low		Kai Turner	Questionnaire	2016-11-10 17:51:45	Solicitation Task

☐ | Actions on selected rows... ▼   1   to 1 of

Number SOL0001113

Solicitation #

Bid type RFP

Type New Software

Priority Low

LPD-148

General purpose State Finance needs to purchase budgeting software

Display name

Opened by Kai Turner

Entry date 2016-11-11

Status Pending Agency

Substatus RQM Info

Tracking (DCON) #

Detail | **Notes**

Bid name

ELCID # FIDIRECTOR-2017

SP agent

Agency Dept of Administrative Services

Agency contact Brenda Lee

Committee chair

DTS employee

Scoring Committee

Kickoff date

Post date

Solicitation amount 100,000

Estimated end date 2020-01-31

Business case DAS-FInance-CAFR Software

RQM #

Commodity code 43230 Information technology software including computer software

Object code 6619-2017

Close date

Award date

Detail	Notes

Watch list

Activity

KT **Kai Turner**   2016-11-10 17:57:18

Received RQM info, waiting for agency to finish filling out the questionnaire

KT **Kai Turner**   2016-11-10 17:51:45

Status   Pending Agency
Substatus   RQM Info

Solicitation Tasks (1)	Approvals

☰ Solicitation Tasks   Go to   Number ▼   Search   ◀◀ ◀ 1 to 1 of 1 ▶ ▶▶ ⊟

▽ Solicitation = (empty)

⚙	🔍	☰ Number ▲	☰ Summary	☰ Priority	☰ Assignment group	☰ Assigned to	☰ Req attachment	☰ Opened	☰ Task type
☐	ⓘ	SOLTSK0001086	RQM Info	4 - Low		Kai Turner	Questionnaire	2016-11-10 17:51:45	Solicitation Task

| ☐ | Actions on selected rows... ▼ | ◀◀ ◀ 1 to 1 of 1 ▶ ▶▶ |

Detail	Notes

Watch list

2016-11-10 17:57:18 - Kai Turner
Received RQM info, waiting for agency to finish filling out the questionnaire

Activity

KT **Kai Turner**

| Status | Pending DTS *was* Pending Agency |
| Substatus | Solicitation Approvals *was* RQM Info |

KT **Kai Turner**

rfpquestionnaire (13).docx
60.56 KB

Display name	
Opened by	Kai Turner (i)
Entry date	2016-11-11
Status	Pending DTS
Substatus	Solicitation Approvals
Tracking (DCON) #	

Solicitation Tasks (1)	Approvals (1)

☰ Approvals   Go to Created ▼ Search   ◀◀ ◀ [1] to 1 of 1 ▶ ▶▶ ⊟

▽ Approvals

⚙ 🔍	☰ State	☰ Approver	☰ Approving	☰ Comments	☰ Approval for	☰ Created ▼
☐ (i)	● Requested	Amie Hughes	Contract Solicitation:			2016-11-10 17:59:52

☐ | Actions on selected rows... ▼ | ◀◀ ◀ [1] to 1 of 1 ▶ ▶▶

Solicitation Tasks (2)	Approvals (2)

☰ Approvals   Go to Created ▼ Search   ◀◀ ◀ [1] to 2 of 2 ▶ ▶▶ ⊟

▽ Approvals

⚙ 🔍	☰ State	☰ Approver	☰ Approving	☰ Comments	☰ Approval for	☰ Created ▼
☐ (i)	● Approved	Anthony Booyse	Contract Solicitation:			2016-11-10 18:03:56
☐ (i)	● Approved	Amie Hughes	Contract Solicitation:			2016-11-10 17:59:52

Pending RQM creation

REQUIRED RQM/RQS INFORMATION

Item	Comments
Fiscal Year	Current fiscal year
Contract Amount	Total costs for entire term of proposed contract
ELCID (accounting code)	Please obtain from your agency's finance group
Commodity Code	Available from http://purchasing.utah.gov/commoditycodes.html
Object Code	Please obtain from your agency's finance group
Agency Contact	Your name, e-mail address, and phone number
Name of Approved Business Case	Business case must be approved in ServiceNow
Description of Procurement Item	Must be more descriptive than commodity code description

Display name	
Opened by	Kai Turner
Entry date	2016-11-14
Status	Pending DTS
Substatus	RQM Creation

Solicitation Tasks (2) | Approvals (2)

Solicitation Tasks   Go to   Number ▼   Search   ◄◄ ◄   1   to 2 of 2   ► ►► ⊟

Solicitation = Number:FT170123-Budgeting software for DAS > Summary != Schedule KO Meeting

		≡ Number ▼	≡ Summary	≡ Priority	≡ Assignment group	≡ Assigned to	≡ State	≡ Req attachment	≡ Opened	≡ Task type	≡ Req fields
☐	ⓘ	SOLTSK0001087	RQM Request	4 - Low	DTS - Procurement	Laura Larsen	Closed Complete		2016-11-10 18:04:36	Solicitation Task	u_rqm

Number	SOL0001113

Solicitation #	

Bid type	RFP

Type	New Software

Display name	

Opened by	Kai Turner

Entry date	2016-11-11

Status	Pending DTS

Substatus	Schedule Kick Off

Tracking (DCON) #	

Detail   Notes

Bid name	

ELCID #	FIDIRECTOR-2017

SP agent	Fay Tan

Agency	Dept of Administrative Services

Agency contact	Brenda Lee

Committee chair	Brenda Lee

DTS employee	Amie Hughes

Scoring Committee	Annie Cook, Darrell Meier

Kickoff date	2016-11-21

Post date	

9.	Purchasing agent sends an introductory e-mail to the DTS contract analyst and agency contact, reviews the **RFP/IFB Questionnaire**, and transfers the questionnaire's contents into the **RFP/IFB Template**.			X
10.	DTS contract analyst schedules a **Kick-off Meeting** with the purchasing agent and the <u>entire</u> evaluation committee, which must include at least one DTS employee.		X	
11.	**Kick-off Meeting** is held and led by the purchasing agent. The **RFP/IFB Template** and next steps are discussed. **Conflict of Interest Forms** are signed by the evaluation committee and returned to the agent.	X	X	X

Solicitation Tasks (3)   Approvals (2)

Solicitation Tasks   Go to   Number ▼   Search   1   to 3 of 3

Solicitation = (empty)

		☰ Number ▼	☰ Summary	☰ Priority	☰ Assignment group	☰ Assigned to	☰ Req attachment	☰ Opened	☰ Task type	☰ Process State
☐	ⓘ	SOLTSK0001088	Schedule KO Meeting	4 - Low		Kai Turner		2016-11-10 18:10:34	Solicitation Task	

#	Description			
11.	**Kick-off Meeting** is held and led by the purchasing agent. The **RFP/IFB Template** and next steps are discussed. **Conflict of Interest Forms** are signed by the evaluation committee and returned to the agent.	X	X	X
12.	Purchasing agent and evaluation committee finalize the **Solicitation Packet**, including the **RFP/IFB Template**, **Cost Proposal Form**, **Interactive Score Sheet** (for RFPs), and **Attachment A: Standard Information Technology Terms and Conditions**.	X		X
13.	State Purchasing director reviews and approves the **Solicitation Packet**.			X
14.	Purchasing agent posts the approved **Solicitation Packet** in Sciquest, e-mails notification to the DTS contract analyst and agency contact, and schedules a **Preliminary Evaluation Meeting** for after the closing date.			X
15.	After closing date, purchasing agent holds the **Preliminary Evaluation Meeting** with the evaluation committee to discuss next steps and the laws, rules, and policies applicable to the evaluation process.	X		X
16.	Purchasing agent sends Sciquest's **Tabulation Packet** (without cost) and the **Justification Statement Template** to the evaluation committee.			X
17.	Evaluation committee independently scores the **Proposals/Bids**.	X		
18.	Purchasing agent scores the **Cost Proposals** and schedules a **Final Evaluation Meeting** with the evaluation committee after the evaluation period ends.			X
19.	Purchasing agent holds the **Final Evaluation Meeting** with the evaluation committee to disclose costs, finalize scores, and discuss next steps.	X		X
20.	Evaluation committee completes the **Justification Statement Template** and, if necessary, a **Cost-Benefit Analysis**, and sends the documents to the purchasing agent.	X		
21.	Purchasing agent reviews the documents and, if satisfactory, makes the award in Sciquest.			X

Display name

Opened by: Kai Turner

Entry date: 2016-11-11

Status: Pending Agency

Substatus: Solicitation Post and Award

Tracking (DCON) #

Manage Attachments (1): 📕 FT170123 Budget software responses.pdf [view]

Number	SOL0001113	Display name	Number:FT170123-Budgeting software for DAS
Solicitation #	FT170123	Opened by	Kai Turner
Bid type	RFP	Entry date	2016-11-11
Type	New Software	Status	Fully Complete
Priority	Low	Substatus	Solicitation Awarded
LPD-148	☐	Tracking (DCON) #	CNTR0010318
		DCON Amendment	

✳ General purpose   State Finance needs to purchase budgeting software

Detail | Notes

Bid name	Budgeting software for DAS	Solicitation amount	100,000
ELCID #	FIDIRECTOR-2017	Estimated end date	2020-01-31
SP agent	Fay Tan	Business case	DAS-FInance-CAFR Software
Agency	Dept of Administrative Services	RQM #	17*0020
Agency contact	Brenda Lee	Commodity code	43230 Information technology software including computer software
Committee chair	Brenda Lee		
DTS employee	Amie Hughes	Object code	6619-2017
Scoring Committee	Annie Cook, Darrell Meier	Close date	2016-12-12
Kickoff date	2016-11-21	Award date	2016-11-13

Tracking (DCON) #   CNTR0010318

Bid Type   RFP

Priority   Low

LPD-148   ☐

SOW required   ☐

Business case   DAS-Finance-CAFR Software   ⓘ

Description   State Finance needs to purchase budgeting software

Contract name

Opened by   Kai Turner

Agency   Dept of Administrative Services

＊ Agency contact   Brenda Lee

Active   ☑

Dept. of Technology Services

🔽 Filter navigator

🗃   ⭐   🕐

Self-Service

Mobile Portal

Homepage

Service Catalog

Knowledge

Bomgar

Visual Task Boards

Connect Chat

Incidents

Watched Incidents

My Requests

My Agency Contracts

Finet Contract	Latest Contract Data

Finet contract #

Legal Name

Vendor Customer

SN Encumbered Amount $0.00

DSummary Spending Limit $0.00

Effective Begin Date

Effective End Date

Effective end date (- 3 months)

SN Spending Limit $0.00

Contract Solicitations (1)	Contract History	Contract Consultants	FINET Purchase Orders	FINET Invoices

☰ Contract Solicitations   ◀◀ ◀   1   to 1 of 1   ▶ ▶▶ ⊟

⚙		☰ Solicitation #	☰ Bid name	☰ Bid type	☰ ELCID #	☰ RQM #	☰ Business case	☰ Commodity code	☰ Agency	☰ Object code
☐	ⓘ	FT170123	Budgeting software for DAS	RFP	FIDIRECTOR-2017	17*0020	DAS-Finance-CAFR Software	43230 Information technology software in	Dept of Administrative Services	6619-2017

| Finet Contract | Latest Contract Data |

Amendment	0		Status	Pending DTS
Contract total	100,000		Substatus	Contract review
Available renewals	0		Status date	
Watch list				

| Contract Solicitations (1) | Contract History (1) | Contract Consultants | FINET Purchase Orders | FINET Invoices |

☰ Contract History Go to Tracking (DCON) # ▼ Search   ◄◄ ◄ 1 to 1 of 1 ► ►► ⊟

▽ Parent = CNTR0010318

⚙	🔍	☰ Tracking (DCON) # ▲	☰ Amendment	☰ Status	☰ Substatus	☰ Effective Begin Date	☰ Vendor	☰ Amendment amount	☰ Contract total
☐	ⓘ	CNTR0010318-0	0	Pending DTS	Contract review	(empty)			100,000

Tracking (DCON) #	CNTR0010318-0	Parent	CNTR0010318
Bid Type	RFP	Status	Pending DTS
Amendment	0	Substatus	Contract review
Entry date	2016-11-13	Status date	
Business case	DAS-Finance-CAFR Software		

Detail | Notes | T&Cs

Agency contact	Brenda Lee	Finet contract #	
Analyst	Kai Turner	Estimated end date	2022-02-01
Available renewals	0		
Contract total	100,000		

Related Links
Show Workflow

Approvals (1) | Contract Task (1) | T&C Tasks (1)

☰ Contract Task   Go to [Number ▼] [Search]   ◀◀ ◀ [1] to 1 of 1 ▶ ▶▶ ⊟

Contract Tasks

☐		Number ▲	Summary	Priority	Assigned to	Opened	Updated
☐	ⓘ	CTSK0001189	Draft Contract	4 - Low	Kai Turner	2016-11-13 14:44:40	2016-11-13 14:44:40

☐ [Actions on selected rows... ▼]   ◀◀ ◀ [1] to 1 of 1 ▶ ▶▶

23.	DTS contract analyst, in coordination with the agency, drafts the **Contract** and negotiates terms and conditions with the vendor, if necessary.	X	X	

Approvals (7) | **Contract Task (7)** | **T&C Tasks (7)**

≡ Contract Task Go to Number ▼ Search

Contract Tasks

		≡ Number ▲	≡ Summary	≡ Priority	≡ Assigned to
☐	ⓘ	CTSK0001189	Draft Contract	4 - Low	Kai Turner
☐	ⓘ	CTSK0001191	Agency finalize SOW	4 - Low	Kai Turner
☐	ⓘ	CTSK0001192	Review SOW task	4 - Low	Kai Turner
☐	ⓘ	CTSK0001193	Vendor SOW review	4 - Low	Kai Turner

Parent | CNTR0010318 | ⓘ
Status | Pending Agency
Substatus | Contract Draft
Status date |

Approvals (3) | **Contract Task (4)** | **T&C Tasks (1)**

≡ Approvals Go to Created ▼ Search

Approvals

		≡ State	≡ Approver	≡ Approving
☐	ⓘ	● Approved	Leno Franco	Contract Detail: CNTR0010318-0
☐	ⓘ	● Approved	Laura Larsen	Contract Detail: CNTR0010318-0

Parent | CNTR0010318 | ⓘ
Status | Pending DTS
Substatus | Contract review
Status date |

T&C Process/Status'

▶ DTS Legal Review

▶ Agency Legal Review

▶ T&C Negotiations

▶ DTS Final Legal

▶ T&Cs Approved

| 24. | DTS contract analyst sends the final draft of the **Contract** to the agency and then the vendor for signatures. | | X | |

Approvals (4) | Contract Task (5) | T&C Tasks (7)

≡ Contract Task   Go to   Number ▼   Search

▽ Contract Tasks

⚙ 🔍 | ≡ **Number ▼** | ≡ Summary | ≡ Priority | ≡ Assigned to
☐ ⓘ | CTSK0001200 | Compile Contract | 4 - Low | Kai Turner

Parent | CNTR0010318 ⓘ
Status | Pending DTS
Substatus | Contract Finalization
Status date |

Approvals (4) | Contract Task (6) | T&C Tasks (7)

≡ Contract Task   Go to   Number ▼   Search

▽ Contract Tasks

⚙ 🔍 | ≡ **Number ▼** | ≡ Summary | ≡ Priority | ≡ Assigned to
☐ ⓘ | CTSK0001201 | Obtain vendor signature | 4 - Low | Kai Turner

Parent | CNTR0010318 ⓘ
Status | Pending Vendor
Substatus | Signatures
Status date |

25.	The vendor – and agency – signed **Contract** is routed through DTS for signature.		X	

Approvals (7) | Contract Task (7) | T&C Tasks (7)

☰ Approvals   Go to   Created ▼   Search

Approvals

		≡ State	≡ Approver	≡ Approving
☐	ⓘ	● Approved	Daniel Frei	Contract Detail: CNTR0010318-0
☐	ⓘ	● Approved	Leno Franco	Contract Detail: CNTR0010318-0
☐	ⓘ	● Approved	Laura Larsen	Contract Detail: CNTR0010318-0

Parent   CNTR0010318   ⓘ

Status   Pending DTS

Substatus   Signatures

Status date

				X	
26.	**Contract** is sent to State Purchasing for processing.			X	
27.	Purchasing technician routes the **Contract** through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing.				X

Approvals (7)	Contract Task (8)	T&C Tasks (7)

≡ Contract Task   Go to   Number ▼   Search

▽ Contract Tasks

		≡ Number ▼	≡ Summary	≡ Priority	≡ Assigned to
☐	ⓘ	CTSK0001203	Pick up from Finance	4 - Low	Kai Turner
☐	ⓘ	CTSK0001202	Drop off at State Purchasing	4 - Low	Kai Turner

Parent	CNTR0010318	ⓘ
Status	Pending State Purchasing	
Substatus	Signatures	
Status date		

28.	DTS contract analyst retrieves the fully executed **Contract** from State Finance. Copies are scanned and sent to the agency and vendor.		X	

Manage Attachments (7): 📄 draft contract.docx [view]   📄 draft contract.docx [view]   📄 red lined T&Cs.docx [view]   📄 final T&Cs.docx [view]   📄 final T&Cs.docx [view]   📄 Vendor signed contract.pdf [view]   📄 Final Contract.pdf [view]

Tracking (DCON) #	CNTR0010318-0	Parent	CNTR0010318
Bid Type	RFP	Status	Fully Complete
Amendment	0	Substatus	-- None --
Entry date	2016-11-13	Status date	
Business case	DAS-Finance-CAFR Software		

Detail | Notes | T&Cs

✳ Agency contact	Brenda Lee	Finet contract #	161117
Analyst	Kai Turner	Estimated end date	2022-02-01
Available renewals	0		
Contract total	100,000		

Finet Contract | Latest Contract Data

Finet contract #	161117	Effective Begin Date	2016-01-01 00:00:00
Legal Name	ITERIS INC	Effective End Date	2021-03-31 00:00:00
Vendor Customer	111009A	Effective end date (- 3 months)	
SN Encumbered Amount	$8,000.00	SN Spending Limit	$496,500.00
DSummary Spending Limit	$596,500.00		

Contract Solicitations (1) | Contract History (1) | Contract Consultants | **FINET Purchase Orders (2)** | FINET Invoices (2)

≡ FINET Purchase Orders   Search [for text ▼] [Search]   ◄◄ ◄ [1] to 2 of 2 ► ►► ⊟

Purchase Orders

		≡ Number	≡ Bill To	≡ Contract	≡ Contract DTS	≡ Date of Order	≡ FINET DO Number	≡ FINET DO Status	≡ Fiscal Year	≡ Paid In Full	≡ Payment Terms
☐	ⓘ	PO0017674	Department of Technology Services 1 Sta...	161117		2016-08-04 09:18:02	DO - 170000000000713	processed	2017	false	Net 30 Days
☐	ⓘ	PO0014888	Department of Technology Services 1 Sta...	161117		2016-03-08 07:53:45	DO - 600000000003460	processed	2016	false	Net 30 Days

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Contract Solicitations (1) | Contract History (1) | Contract Consultants | FINET Purchase Orders (2) | **FINET Invoices (2)**

≡ FINET Invoices   Go to [Assigned to ▼] [Search]   ◄◄ ◄ [1] to 2 of 2 ► ►► ⊟

Invoices

		≡ Number	≡ Request Number	≡ Purchase Order Number	≡ Priority	≡ State	≡ Assignment group	≡ **Assigned to** ▲	≡ Summary	≡ Opened	≡ Amount	≡ Contract	≡ Contract	≡ Contract DTS
☐	ⓘ	INV0022661	REQ0032344	DO - 600000000003460	4 - Low	Payment Processed				2016-03-03 11:16:22	$84,000.00	161117		
☐	ⓘ	INV0028512	REQ0035816	DO - 170000000000713	4 - Low	Payment Processed				2016-08-05 07:15:57	$8,000.00	161117		

			X	
29.	Agency enters **purchase requests** into ServiceNow using the applicable contract number. The agency is responsible for the day to day management of the contract including submitting purchase requests for all annual renewals.	X		
30.	DTS Procurement processes **purchase requests** and sends **purchase orders** to the vendor.		X	
31.	Agency approves **invoices** received from the vendor and sends them to DTS Accounts Payable for processing.	X		
32.	DTS Accounts Payable processes the **invoices** and submits **payments** to the vendor.		X	

- See https://dts.utah.gov/product/purchase-hardware-software for ServiceNow purchasing training videos

Contract Amendments

AGENCY CONTRACT AMENDMENT PROCESS		Responsibility		
		Agency/ Evaluation Committee	DTS Finance/ Admin	State Purchasing
1.	If an agency has a previously granted **DTS Exception** and seeks to add or modify an IT component to an existing contract, the agency and DTS coordinate to determine if the scope of the **Amendment** falls within the exception.	X	X	
2.	If needed to cover an increase in funding or extension of the contract term, the agency submits a new **Business Case**, or an amendment to the existing Business Case, in ServiceNow. - Must cover the new contract cost - Must cover the new contract duration - Must be approved in ServiceNow by agency and DTS	X		

Tracking (DCON) #	CNTR0010318		Contract name		
Bid Type	RFP		Opened by	Kai Turner	ⓘ
Priority	Low		Agency	Dept of Administrative Services	ⓘ
LPD-148	☐		✱ Agency contact	Brenda Lee	ⓘ
SOW required	☐		Active	☑	
Business case	DAS-FInance-CAFR Software	ⓘ			
Description	State Finance needs to purchase budgeting software				

Finet Contract | Latest Contract Data

Finet contract #	161117	ⓘ	Effective Begin Date	2016-01-01 00:00:00	
Legal Name	Vendor Name		Effective End Date	2021-03-31 00:00:00	
Vendor Customer	111009A		Effective end date (- 3 months)		
SN Encumbered Amount	$8,000.00		SN Spending Limit	$496,500.00	
DSummary Spending Limit	$596,500.00				

Contract Solicitations (1) | **Contract History (2)** | Contract Consultants | FINET Purchase Orders (2) | FINET Invoices (2)

≡ Contract History   Go to   Tracking (DCON) # ▼   [Search]   ◀◀ ◀ [1] to 2 of 2 ▶ ▶▶ ⊟

▽ Parent = CNTR0010318

☐		≡ Tracking (DCON) # ▲	≡ Amendment	≡ Status	≡ Substatus	≡ Effective Begin Date	≡ Vendor	≡ Amendment amount	≡ Contract total
☐	ⓘ	CNTR0010318-0	0	Fully Complete		2016-01-01 00:00:00			100,000
☐	ⓘ	CNTR0010318-1	1	Pending DTS	Contract review	2016-01-01 00:00:00		10,000	110,000

3.	Agency sends its request for an **Amendment** and (if applicable) a **vendor quote** to the agency's DTS contract analyst.	X		
4.	DTS contract analyst reviews the amendment documents and, in coordination with the agency, drafts the **Amendment**.		X	

Tracking (DCON) #	CNTR0010318-1		Parent	CNTR0010318	ⓘ
✳ Bid Type	RFP		Status	Pending DTS	
Amendment	1		Substatus	Contract review	
Entry date	2016-11-14		Status date		
Business case	DAS-Finance-CAFR Software	ⓘ			

Detail | Notes | T&Cs

Amendment amount	10,000		Finet contract #	161117	ⓘ
✳ Agency contact	Brenda Lee	ⓘ	Estimated end date	2022-02-01	
✳ Analyst	Kai Turner	ⓘ			
Available renewals	0				

Amend T&Cs

Related Links
Show Workflow

Approvals | Contract Task (1)

☰ Contract Task   Go to   Number ▾   Search   ◀◀ ◀   1   to 1 of 1   ▶ ▶▶ ⊟

▽ Contract Tasks

		☰ Number ▾	☰ Summary	☰ Priority	☰ Assigned to	☰ Opened	☰ Updated
☐	ⓘ	CTSK0001204	Draft Contract	4 - Low	Kai Turner	2016-11-13 17:39:41	2016-11-13 17:44:30

			X	
5.	DTS contract analyst sends the final draft of the **Amendment** to the agency and then the vendor for signatures.		X	

Approvals (2) | **Contract Task (5)** ⓘ

≡ Contract Task   Go to   Number ▼   Search

▽ Contract Tasks

⚙ 🔍 | ≡ **Number** ▼ | ≡ Summary | ≡ Priority | ≡ Assigned to

☐ ⓘ CTSK0001208 | Compile Contract | 4 - Low | Kai Turner

Parent: CNTR0010318 ⓘ

Status: Pending DTS

Substatus: Contract Finalization

Status date:

Approvals (2) | Contract Task (6) ⓘ

≡ Contract Task   Go to   Number ▼   Search

▽ Contract Tasks

⚙ 🔍 | ≡ **Number** ▼ | ≡ Summary | ≡ Priority | ≡ Assigned to

☐ ⓘ CTSK0001209 | Obtain vendor signature | 4 - Low | Kai Turner

Parent: CNTR0010318 ⓘ

Status: Pending Vendor

Substatus: Signatures

Status date:

| 6. | The agency- and vendor-signed **Amendment** is routed through DTS for signature. | | X | |

Approvals (5) | Contract Task (7)

≡ Approvals   Go to   Created ▼   Search

▽ Approvals

		≡ State	≡ Approver	≡ Approving
☐	ⓘ	● Approved	Daniel Frei	Contract Detail: CNTR0010318-1
☐	ⓘ	● Approved	Leno Franco	Contract Detail: CNTR0010318-1
☐	ⓘ	● Approved	Laura Larsen	Contract Detail: CNTR0010318-1

Parent   CNTR0010318   ⓘ

Status   Pending DTS

Substatus   Signatures

Status date

7.	**Amendment** is sent to State Purchasing for processing.		X	
8.	Purchasing technician routes the **Amendment** through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing.			X

Approvals (5)   Contract Task (8)

☰ Contract Task   Go to   Number ▼   Search

▽ Contract Tasks

⚙ 🔍	☰ **Number** ▼	☰ Summary	☰ Priority	☰ Assigned to
☐ ⓘ	CTSK0001211	Pick up from Finance	4 - Low	Kai Turner
☐ ⓘ	CTSK0001210	Drop off at State Purchasing	4 - Low	Kai Turner

Parent   CNTR0010318   ⓘ

Status   Pending State Purchasing

Substatus   Signatures

Status date

9.	DTS contract analyst retrieves the fully executed **Amendment** from State Finance. Copies are scanned and sent to the agency and vendor.		X	

Manage Attachments (4): 📄 draft contract amd.docx [view] 📄 draft contract amd.docx [view] 📄 Vendor signed contract.pdf [view] 📄 Final Contract amd.pdf [view]

Tracking (DCON) #	CNTR0010318-1	Parent	CNTR0010318	ⓘ
Bid Type	RFP	Status	Fully Complete	
Amendment	1	Substatus	-- None --	
Entry date	2016-11-14	Status date		
Business case	DAS-FInance-CAFR Software ⓘ			

Detail   **Notes**   **T&Cs**

Watch list

Activity

KT **Kai Turner**   2016-11-13 18:29:15

Don't forget....you can check here for additional notes made throughout the process.

Sole Source Process

SOLE SOURCE CONTRACT PROCESS		Responsibility		
		Agency	DTS Finance/ Admin	State Purchasing
1.	Agency researches existing agency, DTS, and statewide contracts to determine if the IT procurement item is already available. If so, the existing contract <u>must</u> be used to procure the item.	X		
2.	If a new solicitation is necessary, agency and DTS coordinate to determine the applicability of a **DTS Exception**.	X	X	
3.	Agency submits a **Business Case** in ServiceNow. - Must cover the total expected contract cost - Must cover the entire expected contract duration - Must be approved in ServiceNow by agency and DTS	X		

4.	Agency sends completed **Sole Source Request Form**, **vendor quote**, **RQM information**, and (if applicable) **vendor sole source memorandum**[4] to the agency's DTS contract analyst.	X		
5.	DTS contract analyst reviews the sole source documents.		X	

Solicitation Tasks (1) | Approvals

☰ Solicitation Tasks Go to [Number ▼] [Search]

▽ Solicitation = (empty)

		☰ Number ▼	☰ Summary	☰ Priority	☰ Assignment group	☰ Assigned to
☐	ⓘ	SOLTSK0001092	Review Sole Source	4 - Low		Kai Turner

Display name	
Opened by	Kai Turner
Entry date	2016-11-14
Status	Pending DTS
Substatus	Solicitation Approvals
Tracking (DCON) #	

Solicitation Tasks (1) | **Approvals (2)**

☰ Approvals Go to [Created ▼] [Search]

▽ Approvals

		☰ State	☰ Approver	☰ Approving
☐	ⓘ	● Requested	Laura Larsen	Contract Solicitation:
☐	ⓘ	● Approved	Amie Hughes	Contract Solicitation:

| 6. | DTS Procurement enters the **RQM/RQS** information into FINET and sends the **RFP/IFB Questionnaire** to purchasingsolicitations@utah.gov | | X | |

Solicitation Tasks (2) | Approvals (2)

Solicitation Tasks   Go to   Number ▼   Search

Solicitation = Number:FT170124-> Summary != SP Posting

		☰ Number ▼	☰ Summary	☰ Priority	☰ Assignment group	☰ Assigned to
☐	ⓘ	SOLTSK0001093	RQM Procurement Request	4 - Low	DTS - Order Procurement	Laura Larsen

Display name |

Opened by | Kai Turner

Entry date | 2016-11-14

Status | Pending DTS

Substatus | RQM Creation

7.	Purchasing technician assigns a number to the **Sole Source**, sends the number to the DTS contract analyst, and assigns the **Sole Source** to a purchasing agent.			X
8.	Purchasing agent reviews the **Sole Source** and performs research to confirm status as a sole source.			X
9.	If necessary, the purchasing agent posts the **Sole Source Request Form** in BidSync and e-mails notification to the DTS contract analyst and agency contact.			X
10.	After the posting closes, the purchasing agent or State Purchasing director approves and signs the **Sole Source Request Form**.			X

Solicitation Tasks (4) Approvals (2)

Solicitation Tasks Go to Number ▼ Search

Solicitation = Number:FT170124-

		Number ▼	Summary	Priority	Assignment group	Assigned to
☐	ⓘ	SOLTSK0001095	SS Final Approval	4 - Low		Kai Turner
☐	ⓘ	SOLTSK0001094	SP Posting	4 - Low		Kai Turner

Display name

Opened by Kai Turner

Entry date 2016-11-14

Status Pending SP

Substatus Solicitation Approvals

Tracking (DCON) #

| 11. | Purchasing agent sends the signed **Sole Source Request Form** to the DTS contract analyst. | | | X |

Manage Attachments (2): 📄 63G-6a-802form (11).docx [view] 📄 Approved SS.pdf [view]

Number	SOL0001117		Display name	Number:FT170124-
Solicitation #	FT170124		Opened by	Kai Turner
Bid type	Sole Source		Entry date	2016-11-14
Type	Maintenance		Status	Fully Complete
Priority	Low		Substatus	Solicitation Awarded
LPD-148	☐		Tracking (DCON) #	CNTR0010323
			DCON Amendment	

General purpose: sole source for FINET annual maintenance

Detail | Notes

Bid name			Solicitation amount	100,000
ELCID #	FIFINET-2017		Estimated end date	2022-01-02
SP agent	Fay Tan		Business case	DAS-FInance-CAFR Software
Agency	Dept of Administrative Services		RQM #	17*0033
Agency contact	Brenda Lee		Commodity code	920-45 Software Maintenance/Support
Committee chair			Object code	6595-2016
DTS employee			Close date	2016-11-13
			Award date	2016-11-14
Scoring Committee				
Post date	2016-11-04			

Related Links
Show Workflow

Solicitation Tasks (4) | Approvals (2)

☰ Solicitation Tasks   Go to Number ▼ Search   ◀◀ ◀ [1] to 4 of 4 ▶ ▶▶ ▣

▽ Solicitation = Number:FT170124-

☰ Number ▼	☰ Summary	☰ Priority	☰ Assignment group	☰ Assigned to	☰ Req attachment	☰ Opened	☰ Task type	☰ Process State
SOLTSK0001095	SS Final Approval	4 - Low		Kai Turner	Final Draft	2016-11-13 20:24:25	Solicitation Task	

Additional things to note on solicitations/contracts: DTS LPD

- The process changes slightly if it is within DTS' limited purchase delegation (LPD)
  - DTS' LPD goes up to $50k
    - Business cases only needed if exactly at $50k
  - Slight changes to solicitation process includes:
    - No RQM required so no RQM Creation task
    - RFP/IFB/MSB's are "posted" by DTS vs. State Purchasing
    - ACWESP's (Sole Source) are signed by DTS (shows pending approval by Leno Franco)
    - Solicitation #s are auto-created by ServiceNow – includes the contract analyst's initials, fiscal year, and an incremental #
  - Slight changes to contract/amendment process includes:
    - Contracts are only signed by DTS then given directly to State Finance – in ServieNow it'll still show the same process/status'

A few things to know about business cases

Parent	CNTR0010318 ⓘ
Status	Pending Agency
Substatus	Business Case
Status date	

- A business case must cover:
  - The full amount of the contract
    - If amending the contract and adding funds, the business case must have enough funds to cover the additional amount
  - The full term of the contract
    - If the contract is 5 years, the business case must cover through the fiscal year the contract is set to expire
      - If set to expire February 1st 2022, the business case must go through FY23
- What happens if the business case doesn't cover the total amount or through the end of the contract term?
  - The module has business case verifications built into the solicitation and contract processes. If one or both conditions are not met, the process will be put on hold pending agency for the business case
  - Agencies can amend their business cases in ServiceNow to ensure these conditions are met – this should be done at the beginning of any amendment to ensure no delay

A few things to know about business cases

- Why the business case verifications?
  - Business cases are required by code/rule for IT purchases equal to or greater than $50k
    - It is intended that only one business case be completed for each IT project and should be used for all purchases for the project
  - These verifications are protections put in place to prevent any delays in the solicitation/contract process or later when trying to make purchases
  - It is anticipated that the ServiceNow purchase request will be modified to auto-fill a business case based on the contract chosen
    - This will help agencies make quicker/easier purchases against the contract

Exceptions to DTS

DTS EXCEPTIONS TABLE	
Full	DTS Contracts need not be involved in the solicitation or contract process. See **DTS Full Exception Process** for more detail.
Partial	DTS Contracts need not be involved in the solicitation process. **See DTS Partial Exception Process** for more detail.
None	See **Agency Contract Process**.

▶ An agency must submit a request to DTS to procure any IT product or services outside of DTS processes. DTS will review the information provided and determine if a partial or full exception will be granted.

▶ DTS is not involved with the procurement after a full exception is granted.

▶ Partial exception requirements

1. Attachment B Standard IT T&Cs must be included. The agency is responsible to include their BAA if one is required. The DTS Contract Analyst over the agency will work with the DTS AAG to assist with negotiating Attachment B if needed. If going to solicitation, a DTS employee may be required to be on the solicitation committee.

2. Contracts and future contract amendments under this partial exception require a signature line for DTS. The agency requesting exception is responsible for coordinating with DTS for this signature prior to sending to State Purchasing

3. The agency is responsible for including a copy of this with their contract/amendment when sending to State Purchasing

DTS FULL EXCEPTION PROCESS		Responsibility			
		Agency	DTS Contracts	State Purchasing	ServiceNow Status/ Substatus
1.	Agency works with IT director to complete **DTS Exception Form**.	X			

Service Catalog

Help Desk
Password assistance, create a new incident, request a VPN or a new Knowledge Base, request a Fleet gascard, or get help with a Telephone issue or request.

Quick Links
Google storage, DR/COOP, Service Desk phone listings, DTS policies

Network/Servers Forms
Network/Servers

Filter navigator

- Self-Service
  - Mobile Portal
  - Homepage
  - Service Catalog
  - Knowledge
  - Bomgar
- Visual Task Boards

Quick Links

Google storage, DR/COOP, Service Desk phone listings, DTS policies

Items

📄 DR/COOP Application

📋 DTS Contract Exception
An agency must submit a request to procure any IT product or service outside of DTS processes

▼ preview

An agency must submit a request to DTS to procure any IT product or services outside of DTS processes. DTS will review the information provided and determine if a partial or full exception will be granted. DTS is not involved with the procurement after a full exception is granted. If a partial exception is granted, the agency must include the Attachment B IT Terms and Conditions and if resulting in a contract, include a DTS employee on the solicitation committee and include a signature line for DTS on the contract and all amendments.

Opened By

Micah Richards ⓘ

* Agency Contact (agency employee)

Tony Washington 🔍 ⓘ

Department requesting exception

Dept of Corrections ⓘ

IT Director

Bryan Kasteler ⓘ

DTS Contract analyst

Alan Carlsen ⓘ

* Vendor Name

TBD after solicitation

* Reason for Request
○ The product/service does not fall under DTS' scope of support and services
● The IT component is a small portion of a larger non IT procurement.

* IT component cost ($ or % of total)

5%

* Non IT component cost ($ or % of total)

95%

* Will this result in a purchase order or contract?
○ Purchase Order
● Contract

* Detailed Description of Exception (if questions aren't answered in detail as requested exception request may be rejected)

UDC needs to purchase a product and service that only has a small portion of IT, such as software to track prescription drug info, and the majority of the contract will be to purchase prescription drugs from the vendor awarded the contract

✳ Who would support the product/service?
- ⦿ DTS
- ○ Agency
- ○ Vendor

✳ What level of support would be needed from DTS?

DTS may need to assist with the software portion but the majority will be done by the vendor

✳ Where will software be installed?
- ⦿ On a State owned PC that is not supplied by the vendor
- ○ On a PC that is supplied by the vendor
- ○ No software will be purchased

✳ Does the product or service run on any State owned servers?

Yes ▾

✳ What type of device will need network connectivity?
- ⦿ State owned device
- ○ Vendor provided device
- ○ Both State and Vendor devices
- ○ Nothing will be hooked up to any network

✳ What type of connection is required?
- ⦿ Wired
- ○ Wireless
- ○ Both wired and wireless

✳ Who will provide the network connectivity?
- ⦿ State provided
- ○ Vendor provided

✳ Who will identify and mitigate security vulnerabilities (patches, upgrades/updates, etc.) on the equipment?
- ⦿ Vendor
- ○ DTS (fee for service)

Will a vendor have access to any State system (remote or onsite)?

```
Yes                                                                    ▼
```

Will any product/service not running on State servers need direct access to a State system (integration)?

```
Yes                                                                    ▼
```

Is any data involved with this purchase?

```
Yes                                                                    ▼
```

Options

☐ No Restricted Data

☑ Personally Identifiable Information (PII)

☑ Health Insurance Portability and Accountability Act Data (HIPAA)

☐ Federal Taxpayer Information (FTI)

☑ Criminal Justice Information Services Data (CJIS)

☐ National Directory of New Hires Data (NDNH)

☑ Other Restricted Data

Type of other restricted data

```
(only filled out if other type is selected)
```

Describe the data involved in this purchase

```
Will have inmate health/prescription information

```

Where will the data be stored/hosted

◉ State Servers

◯ Vendor servers/Cloud provider

Partial exception requirements

▼ More information

1. Attachment B Standard IT T&Cs must be included. The agency is responsible to include their BAA if one is required. The DTS Contract Analyst over the agency will work with the DTS AAG to assist with negotiating Attachment B if needed. If going to solicitation, a DTS employee may be required to be on the solicitation committee.

2. Contracts and future contract amendments under this partial exception require a signature line for DTS. The agency requesting exception is responsible for coordinating with DTS for this signature prior to sending to State Purchasing

3. The agency is responsible for including a copy of this with their contract/amendment when sending to State Purchasing

By submitting, I acknowledge that I have authority to request this exception on my agency's behalf and that this exception is in the best interest of the State.

I agree that if the agency has answered that no DTS support is needed, DTS will not need to assist with the product/service.

I also agree that the agency will follow the partial exception requirements if granted a partial exception.

I agree that the agency will process a new exception in the event that there is any change to the IT component if an exception (full or partial) is granted and understand that DTS will determine if a change to the previously approved exception is required

By submitting and approving, Agency agrees not to hold DTS liable for any issue that may arise from purchasing product or services outside of DTS.

Agency is responsible for verifying vendor compliance to the contract Terms and Conditions which includes maintaining security, regular patches, etc.

If applicable to the product/service, Agency is responsible for scheduling regular security/technical compliance audits and to involve the appropriate DTS groups as needed.

* Acknowledge

⦿

* Division Director to approve request

| Mike Haddon | 🔍 | ⓘ |

Agency Director approving exception (OPTIONAL)

| | 🔍 |

Search catalog

An agency must submit a request to procure any IT product or service outside of DTS processes

An agency must submit a request to DTS to procure any IT product or services outside of DTS processes. DTS will review the information provided and determine if a partial or full exception will be granted. DTS is not involved with the procurement after a full exception is granted. If a partial exception is granted, the agency must include the Attachment B IT Terms and Conditions and if resulting in a contract, include a DTS employee on the solicitation committee and include a signature line for DTS on the contract and all amendments.

Order this Item

Order Now

Shopping Cart

Are the contents of your cart correct? Please double check the items and remove and edit where appropriate

	Item	Delivery Time	Price (ea.)	Quantity	Total
Delete Edit	▶ An agency must submit a request to procure any IT product or service outside of DTS processes - DTS Contract Exception	0 Days	-	-	-
				Total	-

If this request is for someone other than yourself please provide detailed information in the fields provided below

Requested for:

Micah Richards

Deliver to:

14717 S MINUTEMAN DRIVE
DRAPER, UT 84020

Special instructions   Add attachment...

Back to Catalog   Submit Order

Thank you, your request has been submitted   ✕

Order Placed: 2016-11-13 21:34:58

Request Number: REQ0036966 ☆

Estimated Delivery Date of Complete Order: --

Description	Delivery Date	Stage	Price (ea.)	Qty	Total
An agency must submit a request to procure any IT product or service outside of DTS processes	--	▶ 🟠 ✓ ○	-	-	-
		Total			-

Self-Service

- Mobile Portal
- Homepage
- Service Catalog
- Knowledge
- Bomgar

- Visual Task Boards
- Connect Chat
- Incidents
- Watched Incidents
- My Requests

	Number ▼	Requested for	Opened by	Request state	Stage	Sub Task Type	Created	Assigned to
▶ ⓘ	REQ0036966	Micah Richards	Micah Richards	● Pending Approval	▶	Contract	2016-11-13 21:34:58	

Actions on selected rows...

| Requested Items (1) | Purchase Orders | Approvers | Group approvals | Catalog Tasks | Purchase Tasks (1) |

Requested Items Go to Number

Request = REQ0036966

	Number ▲	Summary	Quantity	Item Price	Order Total	Due date	Assigned to	Stage
ⓘ	RITM0044210	An agency must submit a request to procure any IT product or service outside of DTS processes	1	$0.00	$0.00	2016-11-13 21:34:56		▶

Sum Sum

Number	REQ0036966
Requested for	Micah Richards
Company	Dept of Corrections
Location	
Due date	2016-11-13 21:34:56
Price	$0.00
Parent	
Opened	2016-11-13 21:34:58
Opened by	Micah Richards

Sub Task Type	Contract
Assigned to	
Approval	Requested
Request state	Pending Approval
Stage	Approval
Compliance	-- None --
Procurement Method	-- None --
Awaiting	-- None --

Approver Information

Approvers List	
Current Approver	

Approval Group	

Notes

Activity

MR Micah Richards   2016-11-13 21:34:58

Impact   3 - Low
Opened by   Micah Richards
Priority   4 - Low

Requested Items (1) Purchase Orders Approvers Group approvals Catalog Tasks Purchase Tasks (1)

≡ Purchase Tasks   Go to Number ▼ Search   ◀◀ ◀ [1] to 1 of 1 ▶ ▶▶ ▢

▽ Catalog Tasks

		≡ Number ▼	≡ Priority	≡ Summary	≡ Assignment group	≡ Assigned to	≡ Updated	≡ Updated by
☐	ⓘ	TASK0146247	4 - Low	Review and set type	DTS - Contracts	Alan Carlsen	2016-11-13 21:34:58	micahwrichards

2.	DTS contract analyst reviews the form and determines if a **full**, **partial**, or **no exception** should be granted.		X	

Type of exception

◯ Full exception from DTS involvement for the life of the contract/PO

🔘 Partial exception: contract/PO does not need to be a DTS contract/PO

Number	RITM0044210	Approval	Requested
*Summary	An agency must submit a request to procure any IT pro	Stage	Waiting for Approval by Laura Larsen
Requested for	Micah Richards	State	Pending
*Company	Dept of Corrections	Backordered	☐
Stage	Approval	Configuration item	
Due date	2016-11-13 21:34:56	Request	REQ0036966
Opened	2016-11-13 21:34:57	Item Price	$0.00
Opened by	Micah Richards	Quantity	1
Watch list		Supplier	

Variables

Opened By

Micah Richards

DTS Contract Tracking #

*Agency Contact (agency employee)

Tony Washington

Department requesting exception

Dept of Corrections

3.	The **exception** is approved by an agency director and IT director	X		

Catalog Tasks (1) **Approvers (3)** Group approvals (1)

≡ Approvers **Edit...** Go to | Created ▼ | Search

▽ Approval for = RITM0044210 > State != Requested

⚙	🔍	≡ State	≡ Approver	≡ Approving
☐	ⓘ	● Approved	Bryan Kasteler	Requested Item: RITM0044210
☐	ⓘ	● Approved	Mike Haddon	Requested Item: RITM0044210
☐	ⓘ	● Approved	Laura Larsen	Requested Item: RITM0044210

| 4. | If a full or partial exception is granted, the form is routed through DTS for executive signatures. | | X | |

Catalog Tasks (1) | **Approvers (9)** | Group approvals (1)

☰ Approvers **Edit...** Go to | Created ▼ | Search

▽ Approval for = RITM0044210

⚙	🔍	☰ State	☰ Approver	☰ Approving
☐	ⓘ	● Approved	Michael Hussey	Requested Item: RITM0044210
☐	ⓘ	● Approved	Scott Peterson	Requested Item: RITM0044210
☐	ⓘ	● Approved	Philip Bates	Requested Item: RITM0044210
☐	ⓘ	● Approved	Daniel Frei	Requested Item: RITM0044210
☐	ⓘ	● Approved	Leno Franco	Requested Item: RITM0044210
☐	ⓘ	● Approved	Anthony Booyse	Requested Item: RITM0044210

6.	Agency coordinates with State Purchasing to initiate the solicitation process.	X		X
7.	Agency coordinates with DTS to determine if a DTS employee must be included on the evaluation committee.	X	X	
8.	Agency coordinates with State Purchasing to create and post the **Solicitation Packet**, including **Attachment B: Standard Information Technology Terms and Conditions**.	X		X
9.	After award, agency drafts the **Contract** and negotiates terms and conditions with the vendor, if necessary.	X		
10.	Agency sends the final draft of the **Contract** to the vendor for signature.	X		
11	Agency signs the vendor-signed **Contract**.	X		

Variables

Opened By

Micah Richards

DTS Contract Tracking #

CNTR0010324 ⓘ

Tracking (DCON) #	CNTR0010324		Contract name	
Bid Type	Exception		Opened by	Alan Carlsen ⓘ
Priority	Low		Agency	Dept of Corrections ⓘ
Request	RITM0044210 ⓘ		✳ Agency contact	Micah Richards ⓘ
			Active	✔
Description	UDC needs to purchase a product and service that only has a small portion of IT, such as software to track prescription drug info, and the majority of the contract will be to purchase prescription drugs from the vendor awarded the contract			

Latest Contract Data

Amendment			Status	Pending Agency
Available renewals	0		Substatus	Contract Draft
			Status date	
Watch list	🔒 ⬆			

Create Original   Update   Save

☰ Contract History   Go to   Tracking (DCON) # ▼   Search

Parent = CNTR0010324

⚙ 🔍 ☰ Tracking (DCON) # ▲ | ☰ Amendment | ☰ Status | ☰ Substatus | ☰ Effective Begin Date | ☰ Vendor | ☰ Amendment amount | ☰ Contract total

| 13. | The vendor- and agency-signed **Contract** is routed through DTS for signature and given back to the agency. | | X | |

Tracking (DCON) #	CNTR0010324	
Bid Type	Exception	
Priority	Low	
Request	RITM0044210	ⓘ

Contract name		
Opened by	Alan Carlsen	ⓘ
Agency	Dept of Corrections	ⓘ
* Agency contact	Micah Richards	ⓘ
Active	✓	

Description	UDC needs to purchase a product and service that only has a small portion of IT, such as software to track prescription drug info, and the majority of the contract will be to purchase prescription drugs from the vendor awarded the contract

Latest Contract Data ⌄

Amendment	0
Available renewals	0
Watch list	

Status	Pending DTS
Substatus	Contract review
Status date	

| ☰ Contract History | Go to | Tracking (DCON) # ▾ | Search | ◀◀ ◀ [1] to 1 of 1 ▶ ▶▶ ⊟ |

Parent = CNTR0010324

☰ Tracking (DCON) # ▲	☰ Amendment	☰ Status	☰ Substatus	☰ Vendor	☰ Amendment amount	☰ Contract total
ⓘ CNTR0010324-0	0	Pending DTS	Contract review			

14.	**Contract** and **DTS Exception Form** are sent to State Purchasing for processing.	X		
15.	State Purchasing agent and contract analyst review the **Contract** and **DTS Exception Form** to confirm that the scope of work falls within the granted exception <u>and</u> that DTS has signed the Contract. (When reviewing any IT contract, State Purchasing must check for a signed DTS Exception Form and/or DTS signature.)			X
16.	Purchasing technician routes the **Contract** through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing. A copy of the **DTS Exception Form** is filed with the Contract.			X

17.	Agency retrieves the fully executed **Contract** from State Finance. Copies are scanned and sent to DTS and the vendor.	X		
18.	Agency processes **purchase orders** and **payments** directly to vendor.	X		
19.	When processing **Amendments**, the agency must repeat steps 10-18. State Purchasing must confirm that any added IT components remain within the granted exception; if not, the agency must complete another form.	X		X

Tracking (DCON) #	CNTR0010324-0		Parent	CNTR0010324
Bid Type	Exception		Status	Fully Complete
Amendment	0		Substatus	-- None --
Entry date	2016-11-14		Status date	

Detail | Notes

✳ Agency contact	Micah Richards	Estimated end date	2021-12-01
Analyst	Alan Carlsen		
Available renewals	0		
Contract total	300,000		

Related Links
Show Workflow

Approvals (3) | **Contract Task (2)** | DTS Contract Approvers

≡ Contract Task   Go to   Number ▾   Search   ◀◀ ◀   1   to 2 of 2   ▶ ▶▶ ⊟

▽ Contract Tasks

⚙ 🔍	≡ Number ▾	≡ Summary	≡ Priority	≡ Assigned to	≡ Opened	≡ Updated
☐ ⓘ	CTSK0001214	Finalize Document	4 - Low	Alan Carlsen	2016-11-13 22:48:00	2016-11-13 22:51:06
☐ ⓘ	CTSK0001213	Create Review Document	4 - Low	Alan Carlsen	2016-11-13 22:19:24	2016-11-13 22:39:35

Partial Exception for POs and Full Exceptions etc...

- The following types of exceptions aren't sent to the DTS Contracts module:
  - Partial Exception for POs
  - Full Exceptions for Contracts or POs
- Partial Exception for contracts:
  - Amendments follow the same process in the contracts module as the original contract that we just covered
- If an exception is rejected, it will notify the agency and the purchase will need to go through DTS

	DTS FULL EXCEPTION PROCESS	Responsibility		
		Agency	DTS Contracts	State Purchasing
1.	Agency works with IT director to complete **DTS Exception Form**.	X		
2.	DTS contract analyst reviews the form and determines if a **full**, **partial**, or **no exception** should be granted.		X	
3.	The **exception** is approved by an agency director and IT director	X		
4.	If a full or partial exception is granted, the form is routed through DTS for executive signatures.		X	
5.	Fully signed form is scanned and e-mailed to the agency.		X	
6.	Agency coordinates with State Purchasing to create and post the **Solicitation Packet**, including the State's standard terms and conditions for goods or services.	X		X
7.	After award, agency drafts the **Contract** and negotiates terms and conditions with the vendor, if necessary.	X		
8.	Agency sends the final draft of the **Contract** to the vendor for signature.	X		
9.	Agency signs the vendor-signed **Contract**.	X		
10.	Agency sends the **Contract** and **DTS Exception Form** to State Purchasing for processing.	X		
11.	State Purchasing agent and contract analyst review the **Contract** and **DTS Exception Form** to confirm that the scope of work falls within the granted exception. (When reviewing any IT contract, State Purchasing must check for a signed DTS Exception Form and/or DTS signature.)			X
12.	State Purchasing technician routes the **Contract** through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing. A copy of the **DTS Exception Form** is filed with the Contract.			X
13.	Agency retrieves the fully executed **Contract** from State Finance. Copies are scanned and sent to DTS and the vendor.	X		
14.	Agency processes **purchase orders** and **payments** directly to vendor.	X		
15.	When processing **Amendments**, State Purchasing must confirm that any added IT components remain within the granted exception; if not, the agency must complete another form.			X

Knowledge Services

Tracking (DCON) #	CNTR0010326
Bid Type	Knowledge Services
Priority	Low
Business case	UDOT-FY14-Data Warehouse Business Case Final

Contract name	
Opened by	Ellyse Stock
Agency	Dept of Transportation
Agency contact	Shawn Holland
Active	✓

Description: Consultant needed for UDOT database project

Latest Contract Data

Amendment	0
Contract total	200,000
Available renewals	0
Watch list	

Status	Pending DTS
Substatus	Contract review
Status date	

Contract History (1) | Contract Consultants | FINET Purchase Orders | FINET Invoices

Contract History   Go to   Tracking (DCON) #   Search   1   to 1 of 1

Parent = CNTR0010326

		Tracking (DCON) # ▲	Amendment	Status	Substatus	Effective Begin Date	Vendor	Amendment amount	Contract total
☐	ⓘ	CNTR0010326-0	0	Pending DTS	Contract review	(empty)			200,000

Tracking (DCON) #	CNTR0010326-0	Parent	CNTR0010326
Bid Type	Knowledge Services	Status	Pending DTS
Amendment	0	Substatus	Contract Approvals
			Contract Draft
Entry date	2016-11-14	Status date	
Business case	UDOT-FY14-Data Warehouse Business Case Final		

Detail | Notes

Agency contact	Shawn Holland	Finet contract #	
Analyst	Ellyse Stock		
Available renewals	0	Estimated end date	2016-12-01
Contract total	200,000		

Related Links
Show Workflow

Approvals (1) | **Contract Task (1)** | DTS Contract Approvers

☰ Contract Task Go to Number ▼ Search   ◀◀ ◀ 1 to 1 of 1 ▶ ▶▶ ⊟

▽ Contract Tasks

		Number ▲	Summary	Priority	Assigned to	Opened	Updated
☐	ⓘ	CTSK0001215	Create Review Document	4 - Low	Ellyse Stock	2016-11-14 00:02:49	2016-11-14 00:07:53

Approvals   Go to   State ▼   Search

▽ Approvals

⚙ 🔍 ≡ State   ≡ Approver   ≡ Approving
☐ ⓘ ● Approved   Leno Franco   Contract Detail: CNTR0010326-0
☐ ⓘ ● Approved   Laura Larsen   Contract Detail: CNTR0010326-0
☐ ⓘ ● Approved   Daniel Frei   Contract Detail: CNTR0010326-0

Parent   CNTR0010326   ⓘ
Status   Pending DTS
Substatus   Contract Approvals
Status date

Approvals (3) | Contract Task (2) | DTS Contract Approvers

≡ Contract Task   Go to   Number ▼   Search

▽ Contract Tasks

⚙ 🔍 ≡ Number ▼   ≡ Summary   ≡ Priority   ≡ Assigned to
☐ ⓘ CTSK0001216   Finalize Document   4 - Low   Ellyse Stock

Parent   CNTR0010326   ⓘ
Status   Pending DTS
Substatus   Contract Finalization
Status date

Parent   CNTR0010326   ⓘ
Status   Fully Complete
Substatus   -- None --
Status date

Knowledge Services…
and other contracts with consultants

▶ At this time we are unable to pull POs and Invoices in for Knowledge Services scopes of work as it is based on the FINET contract #, which would pull all Knowledge Services info

▶ Any contract with a consultant:

  ▶ Consultants will be entered into the module along with their rate and skill set

  ▶ Consultants can be added to multiple contracts if they work for multiple projects

  ▶ Consultants can be de-activated if a contracted rate changes

  ▶ Eventually these consultants will be tied to invoices and possibly POs so it is important to ensure all consultants are entered in and any changes in consultants given to DTS to make updates

| Contract History (1) | Contract Consultants (2) | FINET Purchase Orders | FINET Invoices |

| ☰ Contract Consultants | New | Go to | Contractor name ▼ | Search | | ◀◀ ◀ | 1 | to 2 of 2 ▶ ▶▶ ⊟ |

Contract = CNTR0010326

		☰ Contractor name	☰ Rate	☰ Skill set	☰ Active
☐	ⓘ	William Roberts	$125.00	SQL/Java/Oracle Programmer	true
☐	ⓘ	Yevgen Vorobyov	$100.00	Database Admin	true

Special Billing Agreements/ Memorandum Of Understandings

Tracking (DCON) #	CNTR0010328
Bid Type	SBA
Priority	Low

Contract name	DPR-0843
Opened by	Ellyse Stock ⓘ
Agency	Dept of Natural Resources ⓘ
✳ Agency contact	Buck Ehler ⓘ
Grand total	$0.00
Active	✓

Description

Latest Contract Data

Amendment	0
Available renewals	0
Watch list	

Status	Pending DTS
Substatus	Contract review
Status date	

☰ Contract History   Go to   Tracking (DCON) # ▼   Search   ◀◀ ◀   1   to 1 of 1   ▶ ▶▶ ⊟

▽ Parent = CNTR0010328

⚙ 🔍	☰ Tracking (DCON) # ▲	☰ Amendment	☰ Status	☰ Substatus	☰ Effective Begin Date	☰ Vendor	☰ Amendment amount	☰ Contract total
☐ ⓘ	CNTR0010328-0	0	Pending DTS	Contract review	(empty)			

Tracking (DCON) #	CNTR0010328-0	Parent	CNTR0010328 ⓘ
* Bid Type	SBA	Status	Pending DTS
Amendment	0	Substatus	Contract review
Entry date	2016-11-14	Status date	

Detail | Notes

* Agency contact	Buck Ehler ⓘ	Estimated end date	
* Analyst	Ellyse Stock ⓘ		
Available renewals	0		
Grand total	$29,209.53		

Related Links
Show Workflow

Approvals | **Contract Task (1)** | Rate cards (5)

≡ Contract Task Go to Number ▼ Search ◀◀ ◀ | 1 | to 1 of 1 ▶ ▶▶ ⊟

▽ Contract Tasks

⚙ 🔍	≡ Number ▲	≡ Summary	≡ Priority	≡ Assigned to	≡ Opened	≡ Updated
☐ ⓘ	CTSK0001218	Review SBA-MOU	4 - Low	Ellyse Stock	2016-11-14 00:35:58	2016-11-14 00:43:47

Approvals (2) | Contract Task (1) | Rate cards (5)

≡ Approvals Go to Approving ▼ Search

▽ Approvals

⚙ 🔍	≡ State	≡ Approver	≡ Approving ▲
☐ ⓘ	● Approved	Tyrel King	Contract Detail: CNTR0010328-0
☐ ⓘ	● Approved	Laura Larsen	Contract Detail: CNTR0010328-0

☰ Rate cards   **Edit...**   Go to   [Rate value ▼]   [Search]   ◀◀ ◀   [1]   to 5 of 5   ▶ ▶▶ ⊟

▽ Contract Detail = CNTR0010328-0 > Rate Rot Table State = Active

		☰ Active	☰ Fiscal year	☰ Rate Rot Table	☰ Rate value ▲	☰ Qty	☰ Subtotal	☰ Billing month	☰ ELCID #	☰ Effective date	☰ Expiration date	☰ Notes	☰ Qty based on actuals
☐	ⓘ	true	FY17	Hosting Services-HSTBKSTR-FY17	0.136	90,000	12,240		NR0151-2017				false
☐	ⓘ	true	FY17	Hosting Services-HSTSTRG-FY17	0.1829	86,623	15,843.35		NR0151-2017				false
☐	ⓘ	true	FY17	Communication Services-URATESBA-FY17	1	560	560		NR0151-2017				false
☐	ⓘ	true	FY17	Hosting Services-HSTCPU-FY17	81.06	2	162.12		NR0151-2017				false
☐	ⓘ	true	FY17	Hosting Services-HSTSYS-FY17	404.06	1	404.06		NR0151-2017				false

Sum   29,209.53

☰ Contract Task   Go to   [Number ▼]   [Search]

▽ Contract Tasks

		☰ Number ▼	☰ Summary	☰ Priority	☰ Assigned to	☰ State
☐	ⓘ	CTSK0001219	Agency Signatures	4 - Low	Ellyse Stock	Open

Parent   [CNTR0010328]   ⓘ

Status   [Pending Agency]

Substatus   [Signatures]

Status date   [ ]

| Approvals (9) | Contract Task (3) | Rate cards (5) |

☰ Contract Task	Go to	Number ▾	Search	

▽ Contract Tasks

☐	⚙ 🔍	☰ **Number** ▾	☰ Summary	☰ Priority	☰ Assigned to
☐	ⓘ	CTSK0001220	Finalize SBA/MOU	4 - Low	Ellyse Stock

Parent	CNTR0010328	ⓘ
Status	Pending DTS	
Substatus	Contract Finalization	
Status date		

Manage Attachments (3): 📄 SBA Draft.docx [view]   📄 Agency signed SBA.pdf [view]   📄 Fully signed SBA.pdf [view]

Tracking (DCON) #	CNTR0010328-0		Parent	CNTR0010328	ⓘ
＊ Bid Type	SBA		Status	Fully Complete	
Amendment	0		Substatus	-- None --	
Entry date	2016-11-14		Status date		

Detail ⌄   ⌄

＊ Agency contact	Buck Ehler	ⓘ	Estimated end date	
＊ Analyst	Ellyse Stock	ⓘ		
Available renewals	0			
Grand total	$29,209.53			

A few more notes about the system:

▶ If a solicitation is cancelled, it will show as completed incomplete/solicitation cancelled

▶ If an approval is rejected within the solicitation/contract process, it can be resubmitted by the DTS Contract Analyst once the issue is resolved

  ▶ Until resubmitted it will show as on hold/solicitation (or contract) rejected

▶ If a contract amendment is cancelled:

Display name	Number:KT170001115-
Opened by	Kai Turner
Entry date	2016-11-14
Status	Completed Incomplete
Substatus	Solicitation Cancelled
Tracking (DCON) #	

Display name	Number:LL170001091-
Opened by	Laura Larsen
Entry date	2016-10-28
Status	On Hold
Substatus	Solicitation Rejected

Contract Solicitations (1) | Contract History (4) | Contract Consultants | FINET Purchase Orders (1) | FINET Invoices (1)

☰ Contract History   Go to   Tracking (DCON) # ▼   Search   1   to 4 of 4 ► ►► ⊟

Parent = CNTR0010152

		Tracking (DCON) # ▲	Amendment	Status	Substatus	Effective Begin Date	Vendor	Amendment amount	Contract total
☐	ⓘ	CNTR0010152-0	0	Fully Complete		2015-12-01 00:00:00			45,000
☐	ⓘ	CNTR0010152-1	1	Completed Incomplete	Contract Rejected	2015-12-01 00:00:00		0	45,000
☐	ⓘ	CNTR0010152-1	1	Completed Incomplete	Contract Rejected	2015-12-01 00:00:00		0	
☐	ⓘ	CNTR0010152-1	1	Pending Agency	Contract Draft	2015-12-01 00:00:00		10,000	55,000

A few more notes about the system:

▶ If a sole source is rejected by State Purchasing, the system will create a ServiceNow contract so a RFP/IFB/MSB solicitation can be created under the same contract so tracking can be linked

▶ A sole source solicitation can be created under a contract for amendments that may require an ACWESP – it will be linked to the specific amendment

▶ If a legal negotiation is needed for an amendment, we can amend T&Cs – it follows the same process as the regular T&C process

▶ Other documents can go through the system such as SOWs. This will eventually include T&C negotiations for one time POs

▶ Agencies will be able to create custom reports which can be sent automatically based on a set of criteria

Questions??

- Process
- ServiceNow Contract Module